



Contents

Overview 2

Section 1: Accessing Odyssey Portal 2

Section 2: Odyssey Portal Registration 3

Section 3: Completing Registration 5

Section 4: Resetting Password 7

Section 5: Searching for Court Records 9

Section 6: Viewing Public Documents 16

Overview

Since June 2015, the Administrative Office of the Courts has begun the implementation of a new Superior Court case management system, known as Odyssey, in counties around the state. As part of the implementation, access to public court records will be provided online via the Odyssey Portal. The Odyssey Portal also provides access to case documents, once the registration fee has been paid and authorization has been received from the County Clerk. Court records presented by the Odyssey Portal are limited to cases filed in the Superior Courts and County Clerk's offices using the new Odyssey case management system.

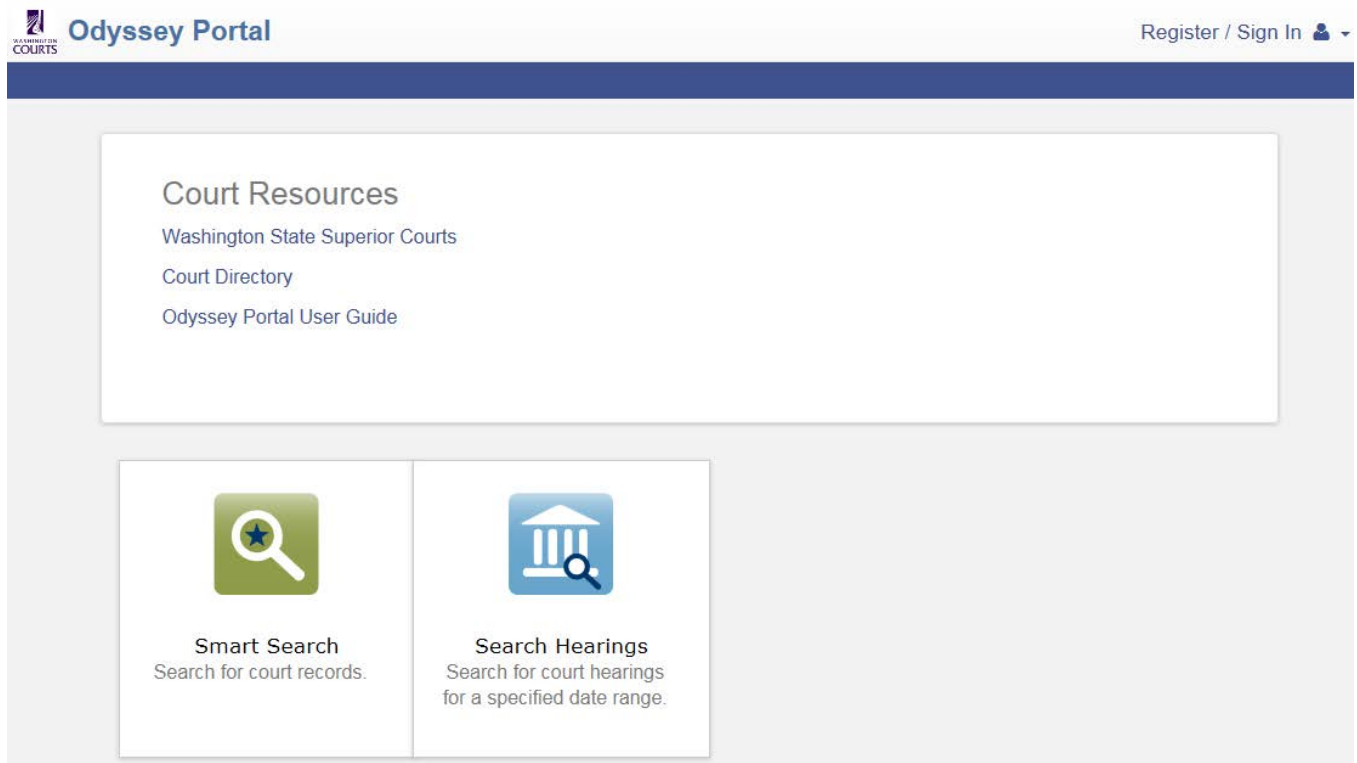
For questions about Odyssey Portal please contact: SCCMSProject@courts.wa.gov

Section 1: Accessing Odyssey Portal

1. To access the portal, click the link below or open an Internet browser and go the provided URL:

<https://odysseyportal.courts.wa.gov/odyportal>

2. The Portal home page will display, as shown below:



3. From the home page, you may begin using the Portal to access public case information. Registration is not required for public users to use the Portal.

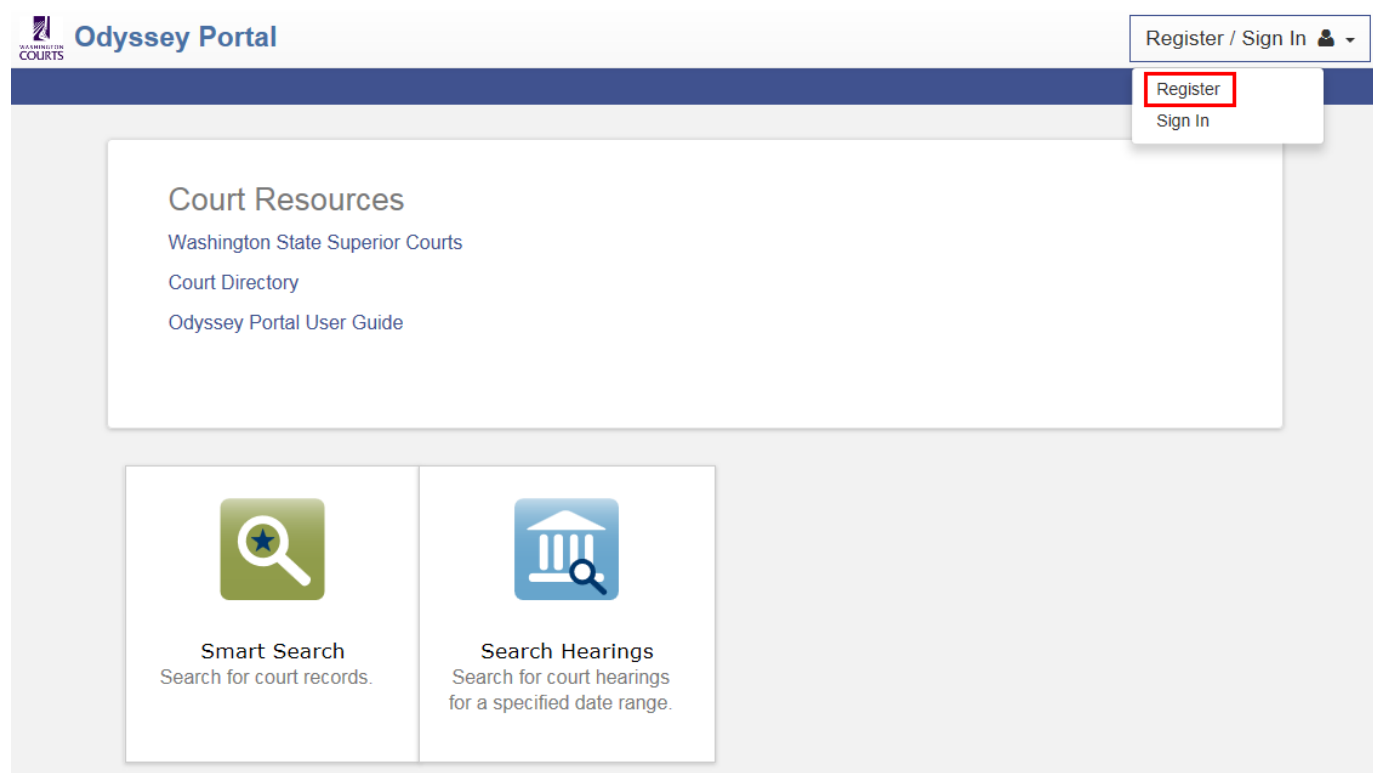
Note: Access to court records is defined by federal law, state law, court rule, court order, and/or case law. For more information about access to court records, go to <http://www.courts.wa.gov/newsinfo/index.cfm?fa=newsinfo.displayContent&theFile=content/accessToCourtRecords>.

As of November 2, 2015, only case data from Lewis, Franklin, Thurston, and Yakima Superior Courts will be available via the Odyssey Portal. More data will become available as other counties implement the new Odyssey case management system.

Section 2: Odyssey Portal Registration


Odyssey Portal is a software application that provides access to court records and documents via authorized and protected user accounts, such as county officials, justice partners (i.e., attorneys, corrections officers, service providers) and local law enforcement.

1. To register for an account, click on the **Register / Sign In** button from the top right menu and select **Register** from the drop-down.



Note: The registration process is a two-part process. The first part of the process, described in Section 2 of this user guide, is to contact your local County Clerk.


- After selecting **Register**, you will be routed to a page with Court Directory Links. Find your local County Clerk and contact them. The Clerk will supply you with information regarding additional steps, such as a Portal Fee or Confidentiality Waiver.



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Making Modern Case Management Technology Available to Washington's Superior Courts & County Clerks

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[Implementation Map](#)
[Learn More](#)
[Odyssey Portal](#)

Elevated Access to the Odyssey Portal

Elevated access to the Odyssey Portal is authorized through the County Clerk. Please contact your respective County Clerk's Office to request such access.

County	Contact Name	Contact Information	Clerk's Website
Franklin	Mike Killian	mkillian@co.franklin.wa.us	http://www.co.franklin.wa.us/clerk/
Lewis	Lisa Conzatti	lisa.conzatti@lewiscountywa.gov	http://lewiscountywa.gov/clerk
Thurston	Tawni Sharp	sharp@co.thurston.wa.us	http://www.co.thurston.wa.us/clerk/
Yakima	Valerie Knott	valerie.knott@co.yakima.wa.us	http://www.yakimacounty.us/154/Clerk-of-Superior-Court

[Washington State Superior Courts](#)

[Court Directory](#)

Contact Us
SC CMS Project Team
Administrative Office of the Courts
Post Office Box 41170
Olympia, WA 98504-1170
sccmsproject@courts.wa.gov

Note: The County Clerk will verify your identification, collect contact information and assess a fee if applicable. Once verified and payment has been made (if applicable), notification will be sent via e-mail on the status of the request. Requests for access will be processed within 3-5 business days.

- You will receive an e-mail to confirm the registration process. The e-mail will include a link back to the Odyssey Portal which will confirm your registration and set up a password.

Note: The link will only be valid for 2 days.

Odysseyportal@courts.wa.gov
to me

10/22/15 ☆ ↶ ▾

John Doe,

Your registration request has been received. Please visit the [Odyssey Portal](#) site to activate your account.

The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration.

If you have received this email in error, please disregard.

Section 3: Completing Registration

1. The link to the Odyssey Portal included in your e-mail will route you directly to a page where you can create your password for the portal.

Note: The password needs to be at least 8 characters with at least 1 special character, 1 uppercase character, and 1 number.

2. Fill in the required fields and click **Complete Registration**.



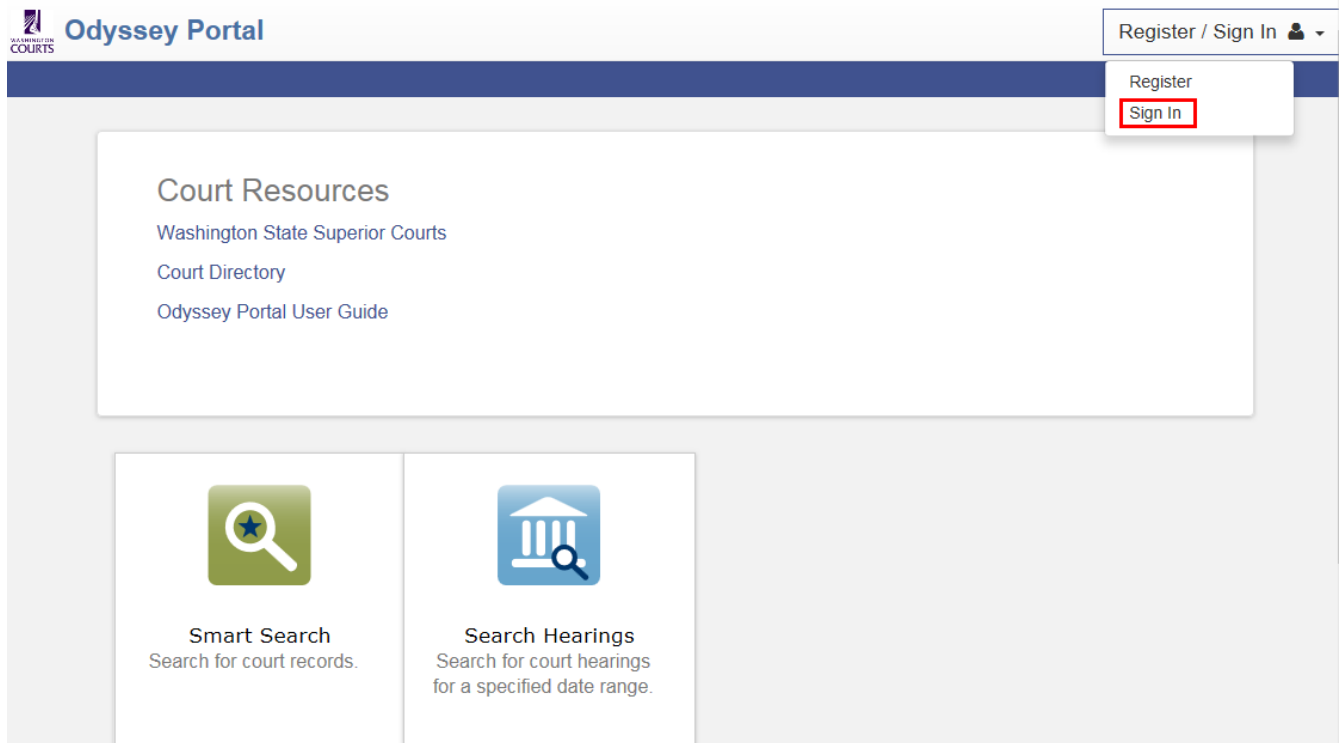
The screenshot shows a 'Registration Form' with a dark header. Below the header, there are two columns of input fields. The left column contains three dropdown menus labeled 'Select Security Question 1', 'Select Security Question 2', and 'Select Security Question 3'. The right column contains three corresponding text input fields labeled 'Answer for Security Question 1', 'Answer for Security Question 2', and 'Answer for Security Question 3'. Above the first dropdown is a password field labeled 'Password', and above the first text field is a 'Confirm Password' field. At the bottom of the form is a blue button labeled 'Complete Registration'.

3. A window confirming that you have successfully registered will appear. Click **Finish**.



The screenshot shows a 'Registration Success' window with a blue header. Below the header, there is a message: 'Your account registration is complete.' At the bottom of the window is a blue button labeled 'Finish'.

4. Registration is now complete. You will be routed back to the Odyssey Portal Home page to sign in to your account.

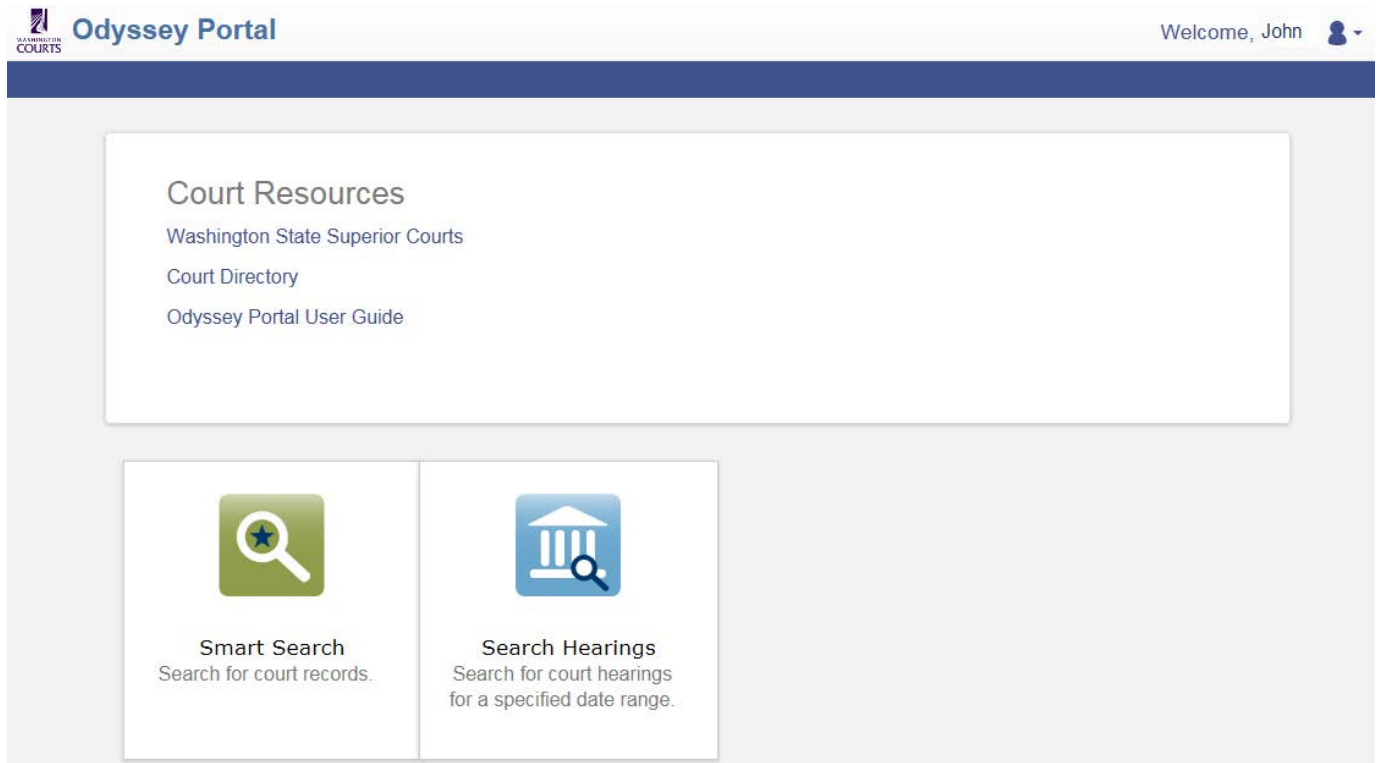


5. Sign in with your user name (the e-mail you used to sign up) and your newly created password.

Odyssey Portal

The screenshot shows the sign-in page of the Odyssey Portal. It features a message box that says "Please sign in to continue". Below this are fields for "Email" (containing "John.Doe@courts.wa.gov") and "Password" (masked with dots). A "Sign In" button is located below the password field. At the bottom, there is a link for "Forgot Password?".

6. You are now signed into the portal. Any user roles that the County Clerk approved during the registration process have already been applied to your account.

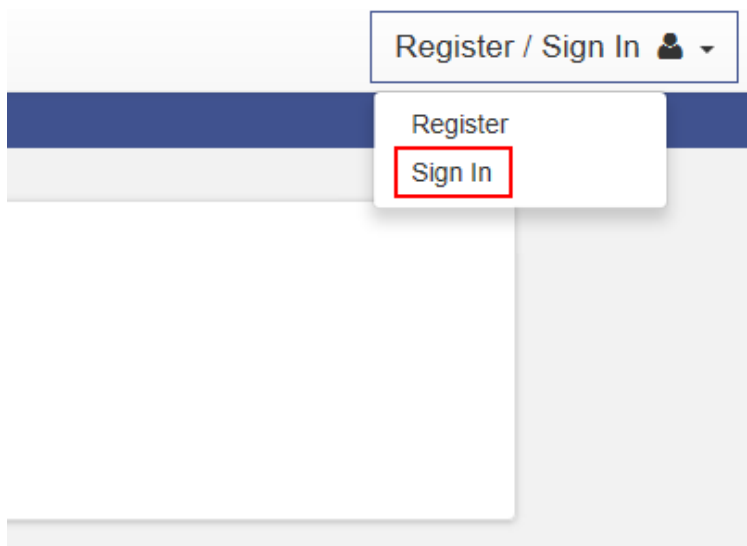


Note: Roles determine what can be viewed within a case. If you cannot see something in a case, verify your assigned role with the County Clerk.

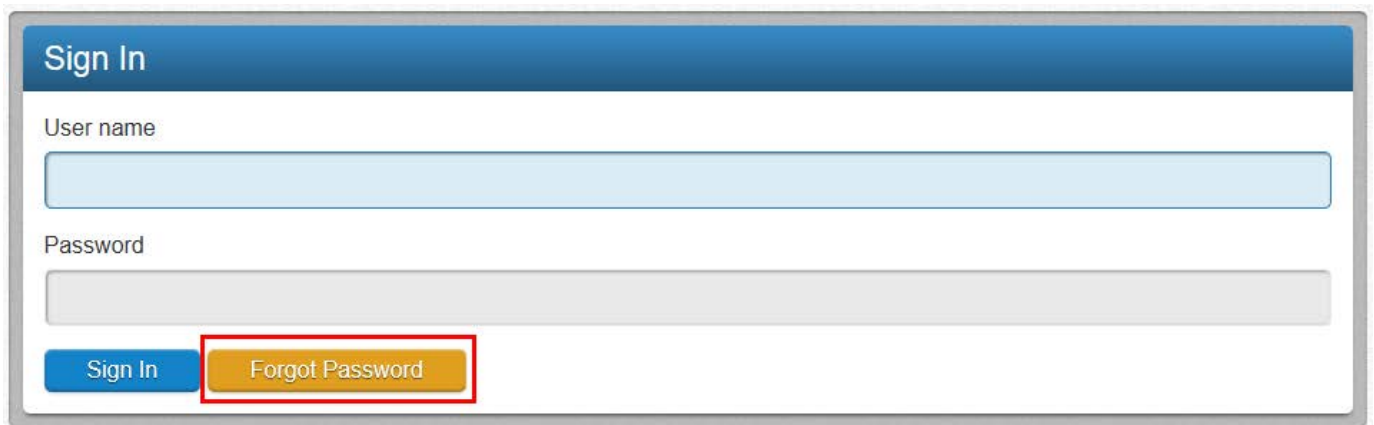
Section 4: Resetting Password

It is necessary to set your account up within **two days**, as the link e-mailed to the address provided will expire after that time. If the link expires, following are the instructions to reset your password and gain your approved access to the Portal.

1. From the Odyssey Portal home page, click **Sign In**.



2. Once the Sign In box appears, click **Forgot Password**.



The image shows a 'Sign In' form with a blue header. Below the header are two input fields: 'User name' and 'Password'. At the bottom of the form are two buttons: 'Sign In' (blue) and 'Forgot Password' (yellow). The 'Forgot Password' button is highlighted with a red rectangular border.

3. From the Reset Password Request page, enter the e-mail address as the Username, enter the characters from the picture, and click **Next**.



The image shows a 'Reset Password Request' form with a blue header. Below the header is a 'Username' input field. Below that is a text prompt: 'Please retype the characters from the picture'. Under the prompt is a CAPTCHA image showing the text '8:4P:4D:W' on a musical staff. To the right of the CAPTCHA are two small icons: a refresh button and a volume icon. Below the CAPTCHA is an empty input field for retyping the characters. At the bottom of the form is a blue button labeled 'Next', which is highlighted with a red rectangular border.

This will reset the password and send a new automated e-mail and link.

Section 5: Searching for Court Records

1. The Portal home page has three search windows. Use **Smart Search** to find court records or persons associated with a court record. Use the **Hearing Search** to find a specific hearing. Use **Court Resources** to access links to court or county information.

Court Resources

[Washington State Superior Courts](#)

[Court Directory](#)

[Odyssey Portal User Guide](#)



Smart Search

Search for court records.

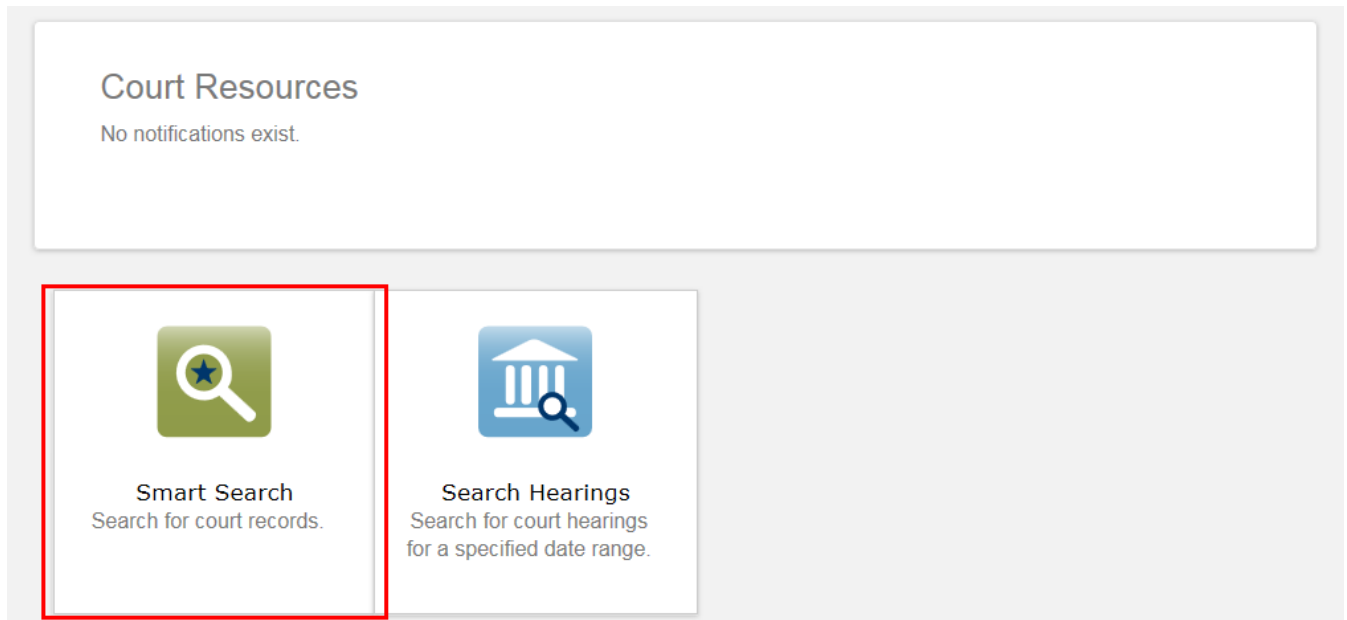


Search Hearings

Search for court hearings
for a specified date range.

2. To begin searching for court records, use **Smart Search** to enter a case number or a person's name (last, first, middle).

*Note: The **Smart Search** will search all available Odyssey implemented counties. Court records from counties not in Odyssey will not show.*



3. To search for a case, enter the case number and click **Submit**. The case number can be entered with or without the hyphens.

The screenshot shows a 'Smart Search' form. It includes a title 'Smart Search' with a '*Required' label, a 'Search Criteria' label with a question mark, a text input field with a placeholder '* Enter a Record Number or Name in Last, First Middle Suffix Format', an 'Advanced Filtering Options' dropdown menu, and a 'Submit' button.

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

Advanced Filtering Options ▾

Submit

4. If a case is found, the case will be displayed under the Search Results window.

The screenshot shows the 'Search Results' window. At the top, there are two tabs: 'Smart Search' (labeled 1) and 'Search Results' (labeled 2). A 'Print' button is in the top right. The main content area is titled 'Cases' and contains a table with the following data:

Case Number	File Date	Type	Status	Location
15-1-50601-21	11/02/2015	ADL Criminal Adult	Active	Lewis

Below the table, there is a pagination control showing '1' in a box, '10 items per page', and '1 - 1 of 1 items'.

5. Click on the case number link to see the details of the case.

The screenshot shows the 'Case Details' window. At the top, there are three tabs: 'Smart Search' (labeled 1), 'Search Results' (labeled 2), and 'Details' (labeled 3). A 'Print' button is in the top right. The main content area is titled 'Case Information' and displays the following details:

15-1-50601-21 | STATE OF WASHINGTON vs ROBERT JAMES DAVIDSON

Case Number	Court	File Date
15-1-50601-21	Lewis	11/02/2015
Case Type	Case Status	
ADL Criminal Adult	Active	

On the right side, there is a 'Print' button and a list of links: 'Case Information', 'Events and Hearings', and 'Back to top'.

Below the 'Case Information' section, there is a section titled 'Events and Hearings' with a table containing the following data:

11/02/2015 Information
11/02/2015 Motion for Order Determining Probable Cause

6. To search using a name, enter it Last name and then First and click **Submit**.

Smart Search

*Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

Davidson, Robert James

Advanced Filtering Options

Submit

7. If a match is found, the name will be displayed in the Search Results window.

Party Search Results

Print

Name	Date of Birth
DAVIDSON, ROBERT	
DAVIDSON, ROBERT	
DAVIDSON, ROBERT A	
DAVIDSON, ROBERT ARLAN	
DAVIDSON, ROBERT ARLAN	XX/XX/XXXX
DAVIDSON, ROBERT C	
DAVIDSON, ROBERT E	
DAVIDSON, ROBERT E	
DAVIDSON, ROBERT JAMES	
DAVIDSON, ROBERT M	

1

10 items per page

1 - 10 of 10 items

8. Select the name to see cases associated with that party.

▼ DAVIDSON, ROBERT JAMES

Cases (1)

Case Number	File Date	Type	Status	Location
15-1-50601-21	08/03/2015	ADL Criminal Adult	Completed/Re-Completed	Lewis

◀ ◁ 1 ▷ ▶ 10 items per page

1 - 1 of 1 items

▶ DAVIDSON, ROBERT M

9. Click on the case number link to see the details of the case.

1 Smart Search

2 Search Results

3 Details

Case Information

[15-1-50601-21](#) | STATE OF WASHINGTON vs [ROBERT JAMES DAVIDSON](#)

Case Number	Court	File Date
15-1-50601-21	Lewis	11/02/2015
Case Type	Case Status	
ADL Criminal Adult	Active	

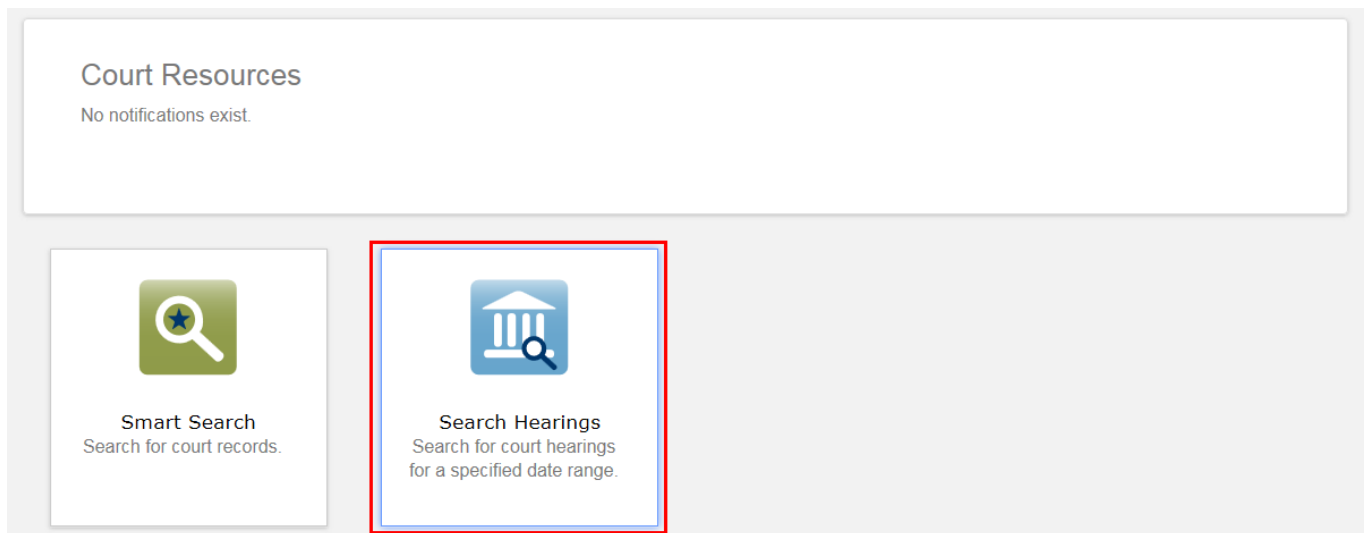
Print

[Case Information](#)
[Events and Hearings](#)
[Back to top](#)

Events and Hearings

11/02/2015 Information
11/02/2015 Motion for Order Determining Probable Cause

10. To search for a hearing or groups of hearings, use the Search Hearings window.




11. Use the drop down boxes and specify a date range to narrow the criteria.

- Select the **Location** that you want to search or choose to search all of the Superior Courts using Odyssey.
- Select the **Hearing Type** for a specific hearing type or you may search for all hearing types.
- Select the **Search Type** to choose how you would like to search. The Search Criteria field will change depending on your selection.

The screenshot shows the 'Search Hearings' form. At the top right is a '*Required' label. Below the title is a section for 'Basic Search Options'. It contains five search criteria, each with a dropdown menu: '* Select Location', '* Select Hearing Types', '* Select Search Types', '* Search by Criteria', and '* Search by Date From' followed by '* Search by Date To'. A 'Submit' button is located at the bottom right.

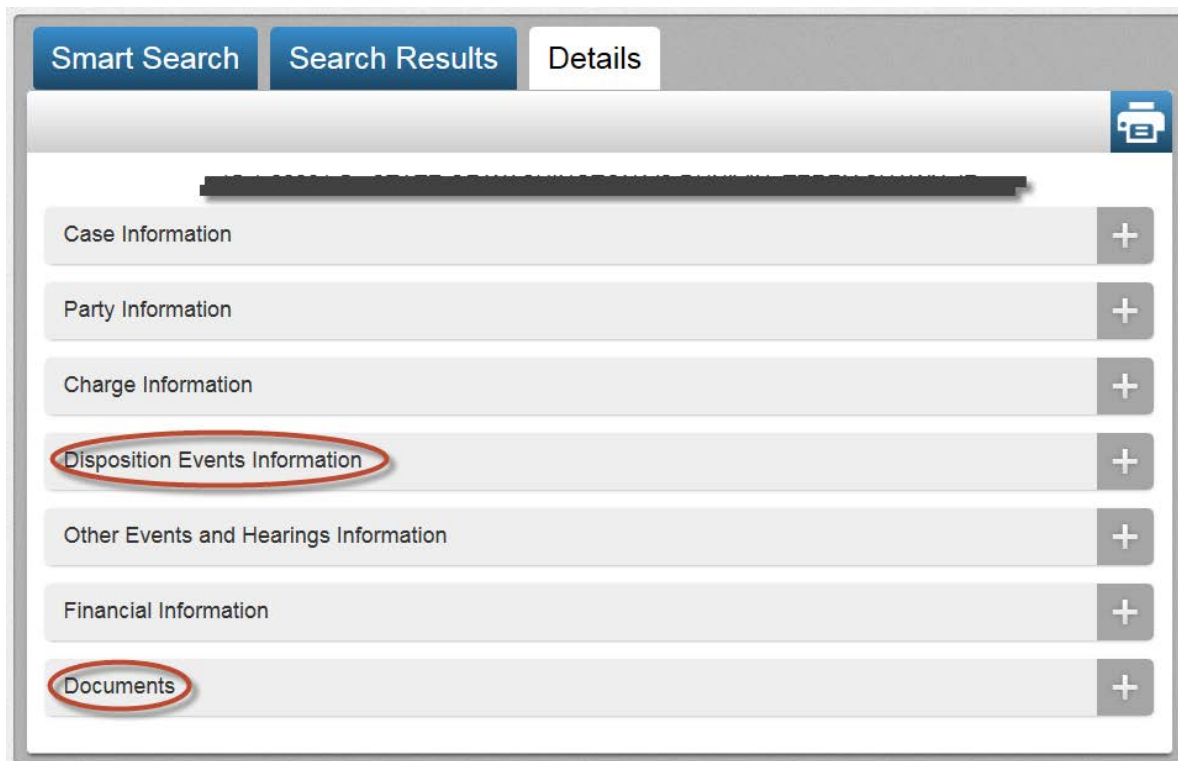
12. Search results may be filtered or rearranged by clicking on the drop-down arrows. Also, the calendar icon will allow you to toggle back and forth between a calendar view and a list view of the hearings.

Hearing Search Results						
Case Number	Style / Defendant	Hearing Date	Hearing Time	Type		
08-2-00703-9	JOHN L SMITH VS MARY D SMITH	03/15/2016	8:00 AM	Motions		
15-1-50601-21	STATE OF WASHINGTON VS ROBERT JAM...	03/15/2016	8:00 AM	Cancelled/Rescheduled He...		
15-2-60451-21	DAVID L JOHNSON VS DONNA K LEERY	03/15/2016	8:00 AM	Cancelled/Rescheduled He...		

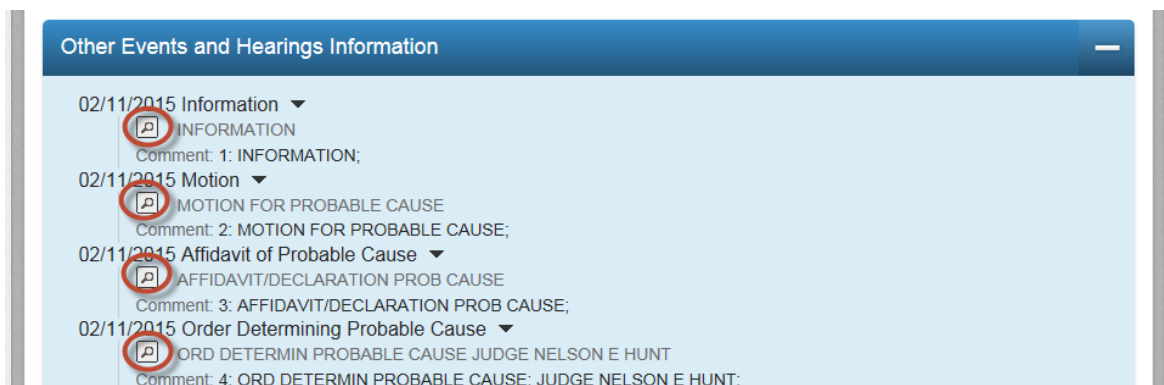
Section 6: Viewing Public Documents

Public case documents can be viewed through the Portal. Access to these documents is provided by the County Clerks for a fee. Please consult with your County Clerks regarding public document access, fees and the payment process.

1. If you are authorized to access public documents through the Portal, you will see the documents in two places when viewing a case.



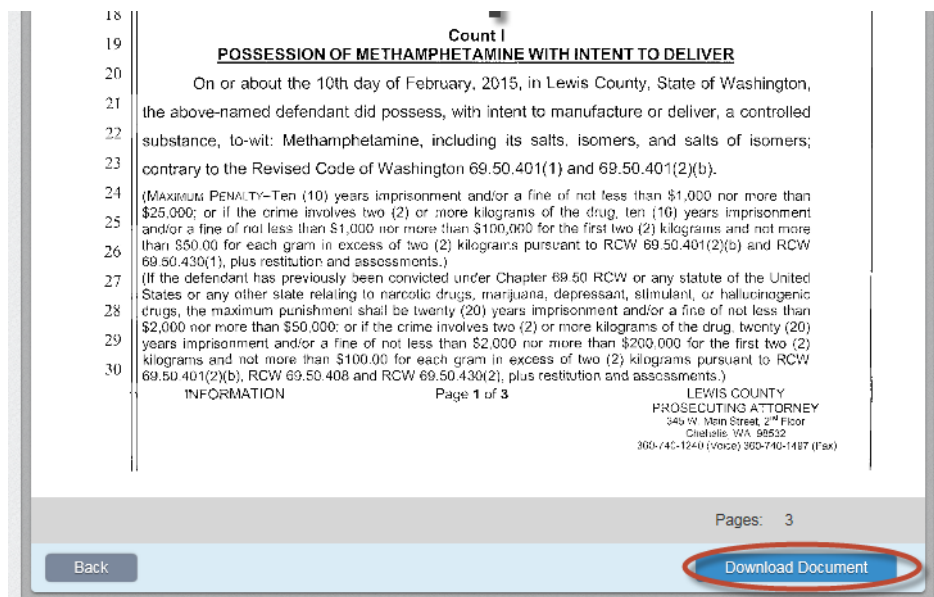
2. Documents can be seen in the **Other Events and Hearing Information** window. The public documents here are associated with the case events.



3. Documents can also be seen in the **Documents** window. This is a listing of all the public documents associated with the case.



4. Click on the **Download Document** to view the document from the Portal.



For questions about Odyssey Portal please contact: SCCMSProject@courts.wa.gov